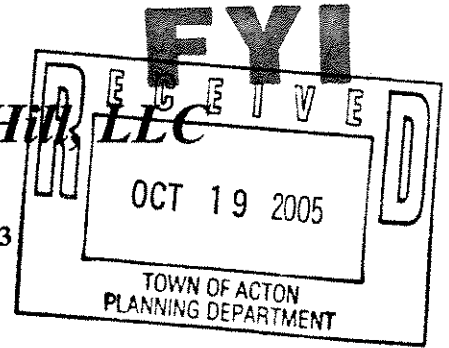




The Woodlands at Laurel Hill, LLC

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Tel. 978-369-4884 • Fax 978-369-4983



October 19, 2005

Mr. Jon Wagner, Chairman
Zoning Board of Appeals
Acton Town Hall
472 Main Street
Acton, MA 01720

By hand delivery

Re: Submission of updated "The Woodlands at Laurel Hill, LLC" Plans

Dear Mr. Wagner:

The Woodlands at Laurel Hill, LLC is hereby requesting the Zoning Board of Appeals accept the attached revised plans as part of its previously submitted 40B application. Attached herewith are the following materials:

- ☐ Revised Application Booklet including:
 - o this Cover Letter
 - o Construction Sequencing Narrative
- ☐ Six (6) sets of full scale site plans entitled,
 - o "Comprehensive Permit Set, Woodlands at Laurel Hill, Acton & Westford" dated October 19, 2005.
 - o "Roadway and Utility Improvement Plans, Woodlands at Laurel Hill, Acton & Westford," dated October 19, 2005
- ☐ Twenty (20) 1/2-scale sets of the above-listed plans.
- ☐ Three (3) books, entitled, "Stormwater Analysis for The Woodlands at Laurel Hill, a Site Plan of Land in Acton & Westford, last date of revision: October 19, 2005.

The above materials are submitted for your review, as coordinated with Town Counsel and other members of the Town's professional staff.

We look forward to meeting with you to discuss the above matters and other aspects of this project.

Sincerely,

David E. Hale
Manager,
The Woodlands at Laurel Hill, LLC.

CONSTRUCTION SEQUENCING PLAN

Woodlands at Laurel Hill, Acton & Westford:

General:

As of the date of this document, October 19, 2005, the proponent believes that a two-year (24 month) construction window will be required. The construction is intended to be initiated in the Spring of 2006. Construction of the site and buildings will continue without cessation until the completion of occupancy the project at the end of 2007 and final completion by the Spring of 2008. The building construction sequencing plan currently is planned to initiate building and related site development in an inverted "U" shape, starting at building no. 1, ending with building no. 11. The first building to be initiated will be the mid-rise building at the front of the site, closest to Nagog Park Road. This building houses the rental office and other integral site amenities that aid in the leasing and development of the site as a whole. Simultaneously, the construction of site-related infrastructure will be initiated immediately.

1. PRE-CONSTRUCTION ACTIVITIES:

1. Review all issued permits, ensure permits are in-force and copies of each permit is available for review on-site. Site Contractor and Owner, each to file Notice of Intent – NPDES as required by law.
2. Perform pre-construction survey and photograph areas adjacent to the site.
3. Establish project access points, parking, staging, office (trailer locations) and temporary construction entrances. Establish temporary construction phasing area outside of buffer zones (greater than 100') from on or off-site wetland areas.
4. Set Erosion and Sedimentation Controls and obtain approval of controls prior to initiation of construction or site-related disturbance.
5. Post controlled entry signs, no trespass signs, NPDES and Employee notification boards, DEP File No. Signs and other signs required by law and/or regulation.
6. Contact Dig-Safe as required by law, prior to any site-related explorations or disturbances.
7. Establish limit of work line and Conservation Restriction Line in the field by staking, fencing or other method(s) which will clearly delineate areas to remain un-disturbed.
8. Provide and store, supplemental erosion control and spill control measures to accommodate varying weather and seasonal conditions.

2. INITIAL SITE PREPARATION:

- a. Clear, Grub and Strip site in ensuring that access to each area is conducted to immediately implement erosion controls as work progresses. See Erosion and Sedimentation Control plan for implementation criteria.

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- b. Establish and construction temporary erosion control basins and methodologies. The tributary area to each basin shall be defined prior to the initiation of construction. Temporary sedimentation basins shall be sized to meet the criteria as established by "The Erosion Control Handbook, MA DEP, latest version .
 - c. Initiate site-clean-up and removal of debris. No debris or stumps to be buried on-site.
 - d. Maintain and monitor erosion controls throughout all construction phases. Provide supplemental measures as needed to accommodate seasonal or weather conditions.
3. CONSTRUCTION SEQUENCING:
- a. This construction sequence is intended to provide general guidelines for the construction on this site. It is intended as a guide only. Variations to the schedule are to be anticipated due to weather, construction materials, etc... which cannot be anticipated by this document
 - b. Construction Sequencing Changes:
It is anticipated that the Construction Sequencing Plan will be needed to be modified due to variations caused by season, supplies and other conditions which are outside the control of the project proponent and the contractor.
 - c. Utilities and Infrastructure:
 - i. Establish erosion control measures, receive approval of erosion control measures once installed, from regulatory authorities, prior to initiation of any construction activity.
 - ii. Maintain and monitor the status of erosion controls throughout all phases of construction.
 - iii. Clear, grub and strip using chipped trees and stumps as temporary erosion control surface covering for steep slopes.
 - iv. Establish stockpile and storage areas outside of rights-of-ways, outside of 100' buffer zones and away from buildings or other sensitive areas. Maintain stockpile and storage areas in a neat and orderly fashion.
 - v. As-built surveys and/or regulatory review inspections will be performed as are required by permit or regulation.
 - vi. For Off-site work and work adjacent to developed areas the following shall be performed:
 - 1. Do not close or obstruct any street, sidewalk or passageway without permission from the authorities having jurisdiction or property owner or property manager.
 - 2. Conduct all activities so as to interfere as little as is possible with the use of roads, streets, driveways, or other facilities near enough to the work to be affected by the work.

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3. Locate and mark underground utilities to remain in service before initiating construction. Protect all existing utilities to remain, throughout the entire construction process.
 4. Establish limits of work and erected protective measures to ensure a safe work zone and segregation of work area from passersby, pedestrian and parking and other vehicular areas.
 5. Erect warning cones, fencing and markers as are required. At the end of each work day, clean the site of construction debris in and near the work area and close all excavations. Trenches that are to be left open shall be fenced, or if in rights of ways, or travel lanes shall be patched with anchored steel plating or other means approved by regulatory authorities.
- vii. Utilities shall be installed in a logical manner to ensure that each building is adequately served prior to requests for occupancy, except as noted below:
 - viii. Install all utilities in accordance with the standards of the regulatory agency having jurisdiction.
 - ix. Construction of the Wastewater treatment plant, and the sewage collection system shall be initiated at the earliest opportunity and shall be completed prior to the application for occupancy of the first building.
 - x. Drainage systems shall be constructed from the down-stream end upwards.
 - xi. Water systems shall be built to compliment the construction of buildings, except, however, the Acton Fire Department is requiring a "looped" water system be in place and functioning prior to occupancy of any building.
 - xii. Buried utilities to be extended, shall be clearly marked on the ground to prevent accidental excavation and permit ease of connection as construction proceeds.
 - xiii. As-built locations of utilities shall be located, prior to backfilling.
 - xiv. No utility shall be placed in service until the authority having jurisdiction has approved its use and the adequacy of the construction. All testing shall be conducted prior to any request for occupancy of any building or structure. If test results indicate inadequate construction, such incomplete or inadequate construction shall be repaired prior to placing such system in service.
 - xv. Dewatering, dewatering shall only discharge in the manner described in the NPDES Permit and in compliance with the Erosion and Sedimentation Control Plan and any Orders of Conditions or other regulatory requirements. In no case shall silt

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laden water be discharged to a catch basin, wetlands, water body, stream or other wetlands/sensitive area without pre-treatment.

d. Building Construction:

- i. Building construction shall be deemed to be initiated after the issuance of a building permit and the on-the-ground initiation of site preparation for the building.
- ii. No building shall be initiated until the ground to receive footings has been prepared in accordance with code requirements.
 1. Construction of the building shall proceed in a continuous construction process.
- iii. Construction of individual buildings will be an on-going activity. Once one building has its concrete formed and stripped, the concrete form crew will move to the next building in sequence. Similarly, framing, etc.. will be on-going, as is permitted by site and weather conditions.
- iv. See bar chart at the end of this document to indicate construction sequencing.

e. Roadway & Paving:

- i. Where proposed roadways and driveways meet existing roadways, the temporary construction accesses and access points shall be constructed.
- ii. Roadways shall be rough-graded to establish location and provide a temporary access route for construction vehicles. Roadway retaining walls shall be constructed as soon as is possible, due to the need to integrate them into roadway, parking and landscape systems.
- iii. During the construction of the roadway, a temporary dead-end/ turn-a-round shall be constructed to permit the access and turning radius of emergency apparatus. No storage, stockpiling or parking shall be permitted in the turn-a-round.
- iv. Once the roadway has reached the intersection of the northerly driveway that connects the proposed road to Westford Road, a temporary driveway system shall be built to ensure two means of access and egress from the construction site for emergency apparatus. Unless waived by public safety authorities, this route or an approved alternative route shall be maintained for emergency access throughout the entire construction process.
- v. After the roadway has been graded to rough grade, and prior to the placement of sub-base and base gravel courses, buried utilities shall be installed, tested (as required), survey located and backfilled.
- vi. As soon as is possible after the installation of utilities, the roadway shall be fine graded and the base course of pavement and berms shall be installed to limit areas subject to erosion. Drainage catch

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- basins shall be set to the base course grade and filter fabric shall be placed inside the grate.
- vii. Sidewalks shall be installed as soon as is practical, but they shall not be constructed until/unless the likelihood of damage from other construction is minimized.
 - viii. Final pavement courses shall be installed after heavy construction equipment will no longer routinely be using the roadway. Rims shall be brought to finished grade prior to paving.
 - ix. Once final pavement has been installed and adjacent surfaces stabilized with landscaping, all drainage systems shall be flushed clean. Drainage basins shall be cleaned of accumulated silt and debris and re-stabilized with planting.
 - x. Roadway monuments and amenities shall not be installed until the roadway has been paved. No building shall be initiated until the ground to receive footings has been prepared in accordance with code requirements.
- f. Landscaping:
- i. The rapid stabilization of top soil and erodable surfaces is of paramount importance as unstabilized surfaces lead to erosion and sedimentation control.
 - ii. Temporary landscaping, loaming and seeding shall be undertaken as is required by the Erosion and Sedimentation Control Plan.
 - iii. Detention basins shall be seeded with a annual or wetlands mix. Slopes shall be stabilized as soon as is possible and seeded with Slope and Conservation Mix as soon as is possible.
 - iv. Where proposed roadways and driveways meet existing roadways, the temporary construction accesses and access points shall be constructed.
 - v. Roadways shall be rough-graded to establish location and provide a temporary access route for construction vehicles. Roadway retaining walls shall be constructed as soon as is possible, due to the need to integrate them into roadway, parking and landscape systems.

4. CONSTRUCTION CLOSE-OUT:

- a. Building Occupancy: Occupancy of the buildings will commence once all required inspections and infrastructure requirements for that building have been met. It is the proponent's intent to occupy buildings once they are completed, so occupancy will be phased through the duration of the project.
- b. Project Closeout will not be sought until all surfaces are stabilized by hard, durable surfaces or planting and all drainage systems have been cleaned and stabilized.

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- c. The project timeline anticipates completion of construction in December 2007. At this time, final permit close-outs will be pursued. These will include:
 - i. Certificate of Compliance – Wetlands Protection Act and applicable portions of Local Wetlands By-laws.
 - ii. Natural Heritage and Endangered Species Program (NHESP) – Conservation Restriction, Environmental Monitoring Program (if applicable) and Taking Permit Closeout.
 - iii. Certifications of Compliance –Definitive Subdivision –Acton
 - iv. NPDES – Notification of Completion

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